

**Commonwealth of Massachusetts Human Resources Division
2008 Police Promotional Exams for Chief and Deputy Chief
Employment Verification Form**

Instructions: The Appointing Authority (or his/her designee) must sign and date this form, certifying the information provided for each promotional applicant. Attach additional sheets if necessary. The applicant should bring this form, completed with the necessary information and an original signature from the Appointing Authority (or his/her designee) to the exam site on the day of the promotional exam, May 17, 2008. If the applicant chooses to mail the completed form with original signature to HRD, the form must be postmarked no later than seven calendar days after the exam, or May 24, 2008.

Applicants who are claiming the 25-Year Promotional Preference: This Form will serve as the primary source of verification of an applicant's eligibility for this preference. For this exam series, time worked as a Permanent Reserve/Intermittent Police Officer or a Temporary Police Officer after certification may be applied toward an applicant's eligibility for this preference. HRD uses the examination date, May 17, 2008, to compute an applicant's eligibility for this preference. Please be thorough in completing this form.

Name of Applicant: _____ **Social Security #:** _____
Verifying Department: _____ **Exam Title:** _____ **Annc. #:** _____

I. PERMANENT SERVICE

List Date of Original Permanent Appointment: _____ Title: _____

II. PROMOTIONS WITHIN DEPARTMENT (List Dates of Promotions and Rank):

<u>Rank:</u>	<u>Date of Promotion:</u>
_____	_____
_____	_____
_____	_____
_____	_____

III. ACTING, PROVISIONAL, TEMPORARY SERVICE OR OTHER EXPERIENCE IN THE DEPARTMENT. (Examples: Acting Captain, Acting Deputy Chief, etc.)

A) List Service from May 17, 2003 to May 17, 2008 (5/17/2003-5/17/2008).

<u>Rank:</u>	<u>Total # of Shifts/Hrs:</u> <small>(Within specified Service Timeframe. If full-time, write in "FT". If part-time, include the word "Shifts" or "Hrs".)</small>	<u>Dates of Service Timeframe:</u> <small>(From – To)</small>
<i>(Example: Temp. Deputy Chief)</i>	<i>FT</i>	<i>12/1/07–05/17/08)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B) List Service from May 17, 1996 to May 17, 2003 (5/17/1996-5/17/2003).

<u>Rank:</u>	<u>Total # of Shifts/Hrs:</u> <small>(Within specified Service Timeframe. If full-time, write in "FT". If part-time, include the word "Shifts" or "Hrs".)</small>	<u>Dates of Service Timeframe:</u> <small>(From – To)</small>
<i>(Example: Acting Captain)</i>	<i>15 Shifts</i>	<i>7/12/97 – 9/1/99)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

C) List service as a Reserve/Intermittent or a Temporary Police Officer after certification. (For the Chief series, HRD does not grant Education and Experience points for service performed as a Reserve/Intermittent Police Officer or for service performed prior to May 17, 1996 as a Temporary Police Officer, but will factor in the service when computing the applicant's eligibility for the 25-year Promotional Preference.)

<u>Rank:</u>	<u>Total # of Shifts/Hrs worked:</u>	<u>Dates of Service Timeframe:</u>
_____	_____	_____

Print Name of Appointing Authority (or designee): _____

Title of Designee: _____

Signature of Appointing Authority (or designee): _____ **Date:** _____